



# Vishnu Charan Sivanarul

Business Development Manager

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## Languages

Malaysian

English

## About

With my experience in business development, admin roles, and event assistance, I've mastered skills vital for retail success including client advising, upselling, and inventory control. Fluent in English and Malaysian, I excel in fast-paced environments, making me perfect for dynamic retail settings.

### BRANDS WORKED WITH

ASPRA EVENTS

Jaxtons Estate Agents Ltd

## Experience

### ● Business Development Manager

Jaxtons Estate Agents Ltd | Jan 2023 - Nov 2023

- Management
- Scheduling and calendar Management
- Communication and Correspondence
- Data Entry and Record Keeping
- Tenant Screening and Selection.
- Lease Preparation and Negotiation
- Rent Collection and Financial Management.
- Property Maintenance and Inspections.
- Property Listings Management
- Client Database Maintenance
- Transaction Coordination
- Marketing Support
- Licensing and Compliance
- Property Marketing and Advertising.
- Collaborated with marketing and business development teams to identify and pursue new sales opportunities
- Developed and implemented a business continuity plan that ensured business operations continued seamlessly in the event of a crisis

### ● Admin

Jaxtons Estate Agents Ltd | Aug 2020 - Aug 2021

- Document Management
- Scheduling and calendar Management
- Communication and Correspondence
- Data Entry and Record Keeping
- General office Support

### ● Event Assistant Team Leader

ASPRA EVENTS | Dec 2018 - Jan 2020

- Assisted with event planning and execution, resulting in successful and well-attended events
- Coordinated with event staf and volunteers to ensure smooth operations and a high-quality event experience
- Strategically managed event staf, including recruiting, training, and scheduling
- Developed a comprehensive event plan, including agenda, speakers, catering, decorations, and entertainment
- Negotiated contracts with vendors and suppliers.
- Developed a comprehensive event timeline and managed resources to ensure deadlines were met

## Education & Training

2022 - 2022

### ● Oplex Careers

GCSE,

2016 - 2018 ● SMK Bukit Jalil

GCSE,,